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Approved For Release 2000/08/16 : CIA-RDP82-00357R000700030044-8

14 November 1958

MEMORANDUM FOR: Chief, Personnel Operations Division

SUBJECT: Fitness Report Control and Follow-Up

A meeting was held on 12 November 1958 on the subject of Fitness Report Controls. Attending were Messrs. [REDACTED] 25X1A9a

25X1A9a [REDACTED] and the undersigned. The following procedures for Fitness Report controls and follow-up were accepted by all present:

Personnel Operations Division

1. Placement Officers will be furnished with Career Service machine-runs provided by RSD. Upon receipt of the original and copy of the Fitness Report, the placement clerk will date-stamp both the original and the copy, forward the original to the responsible DD/S or DD/I Placement Officer and the copy to A&E Staff.

2. Placement Officers will initial and date reports as reviewed. Receipt of the individual report will be checked off against the Career Service machine-run. The original will then be forwarded to the File Section RSD.

3. The Placement Officer will prepare a follow-up list of reports which have not been received on the 30th day following the date due in the Office of Personnel. This delinquent list will be forwarded to Chief/POD/Ops.

4. Chief/POD/Ops will compile master lists of delinquent reports according to command jurisdiction. A list of all individuals, regardless of Career Service, whose reports are delinquent and who are assigned to the DD/I area will be sent to Mr. [REDACTED] for appropriate follow-up. A list of all delinquencies, regardless of Career Service, assigned to the DD/P area will be sent to Mr. [REDACTED] for action. Chief/POD/Ops will follow up all delinquencies under the various operational jurisdictions of the DD/S.

5. Delinquency follow-ups will be maintained on a 30-day basis by the above means until a complete check-off is evident on the Career Service machine rosters.

Clandestine Services Personnel Division

1. The same procedures as outlined for POD will prevail in CSPD in a converse fashion.

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2. In other words, Mr. [REDACTED] on a 30-day delinquency basis, will forward a master list to Mr. [REDACTED] of all DD/P Career Service designee delinquencies under the operational jurisdiction of the DD/I.

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3. Mr. [REDACTED] will also forward to Chief/POD/Ops a list of all DD/P designees whose reports are delinquent and who are under the operational jurisdiction of any of the DD/S components.



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